

**PLANNING MANAGER**

**DEFINITION**

Under general direction, plans, organizes, and manages the operations of various planning programs; coordinates assigned activities with divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Assistant Director and/or Director.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Director or designee. Exercises supervision over subordinate staff.

**DISTINGUISHING CHARACTERISTICS**

The Planning Manager is responsible for managing the staff engaged in the full range of government planning services. Incumbents plan, organize, supervise and participate in advanced, highly-complex professional planning activities within assigned operational areas, which may include utility development projects, and advance or current planning programs. Duties may include research related to the collection and analysis of physical, demographic, and socio-economic data; the formulation and updating of the City's General Plan, community plans, and specific plans; the processing of plan amendments, annexations, re-zonings, subdivisions, conditional use permits, site plans, variances, minor deviations, environmental assessments/impact reports, and municipal code/zoning ordinance amendments; serving plan implementation/citizen advisory committees; and performing public counter customer services. This is an unclassified position in which the incumbents serve at the will of the Department Director.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Plans, organizes, and manages planning services and activities within assigned operation area.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Plans, manages, coordinates, and reviews the work plan for assigned planning staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

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Participates in the preparation and monitoring of assigned planning budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Manages and participates in the processing of major projects including annexations, general plan amendments, re-zonings, major subdivisions, and non-residential development projects.

Manages the zoning and subdivision ordinance updates including identifying existing deficiencies and potential solutions.

Develops, maintains, updates, implements, and interprets the City's General Plan, Zoning Ordinance, area plans, environmental impact reports, and related City codes, ordinances, and policies affecting and/or related to planning and land use issues.

Reviews and edits program reports and performs final Program level sign-off for project review and recommendations, and final sign-off on certain revised site plan, encroachment, and minor deviation applications.

Confers with engineers, developers, architects, and the general public in providing information and coordinating planning, zoning and/or utility matters; provides information regarding City development requirements and policies.

Interprets and applies City policies, procedures, and technical planning information to City staff, the public, elected officials, appointed commissioners, and developers.

Provides a leadership role for the Department's customer oriented service delivery program, including supervising public counter customer services.

Prepares, reviews, interprets and analyzes a variety of information, data and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.

Serve as the liaison for assigned Planning Program with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.

Attends a variety of meetings, such as City Council, Redevelopment Agency, Planning Commission, Housing and Community Development Commission, Historic Preservation Commission, and various citizen advisory committee meetings.

Coordinates and monitors team of other City department and outside agency representatives performing coordinated project review and customer assistance services.

Provides responsible staff assistance to the Assistant Director and Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to planning programs, policies, and procedures as appropriate.

Provides courteous, timely, and problem solving customer service for internal and external

customers; responds to and resolves difficult and sensitive citizen inquiries and complaints.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and planning activities within assigned operation area.

Principles and practices of program development and administration.

Modern principles, practices, and techniques of current and advanced planning.

Principles and practices of zoning and planning.

Accepted City planning principles and practices.

Accepted data collection and statistical analysis techniques.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent environmental policies and laws under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); pertinent federal, state and local laws, codes and regulations related to assigned area of responsibility.

#### **Skills to:**

Use computers and applicable software applications.

#### **Ability to:**

Oversee and participate in the management of a comprehensive planning program.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer program budgets.

Identify, research, organize, and draft zoning regulations.

Accurately interpret City plans and policies and zoning and subdivision regulations to the general public.

Analyze complex planning issues, evaluate alternatives and reach sound conclusions.

Exercise sound independent judgment.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with customer and special interest groups, staff, other City departments, outside agencies, and the general public.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in planning, engineering, architecture, public administration, social sciences, business or a related field and four years of progressively responsible leadership and supervisory experience in government planning or in the administration of a public utility. Additional qualifying experience may be substituted for the required education on a year for year basis, up to a maximum of two years;

**OR**

